

METROPLUS ONLY

<i>Position Title</i>	<i>Title Code(s)</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revision</i>
MetroPlus Care Coordinator Level I Level II	343000 343020	05/25/18		

Purpose of Position:

Working exclusively at MetroPlus, the MetroPlus Care Coordinator, with varying degrees of latitude for independent initiative and judgment, coordinates and monitors the management of patient-centered quality care, ensuring optimal utilization of resources, service delivery, and compliance with external review requirements and applicable state and federal rules and regulations and nursing standards of care for better outcomes and improved patient experience. Facilitates patient's progress from admission through post-discharge care. There are two (2) Assignment Levels within this class of positions; all personnel perform related work.

Assignment Level I

Performs assigned duties related to review and quality assurance of patient documentation, review of the plan of care, and facilitation and implementation of discharge plans. The following are typical tasks for Assignment Level I:

Examples of Typical Tasks:

1. Reviews each patient's chart. Ensures that documentation in the medical record supports the plan of care and justifies admission, pre and post-discharge care. Coordinates and facilitates timely implementation of discharge plans for patient; ensures timely completion of discharge, transfer and referral forms, prescriptions, and discharge orders; arranges follow-up care, as appropriate.
2. Coordinates and/or participates in multidisciplinary rounds; reviews plan of care; and discusses estimated length of stay, need for continued hospitalization and appropriateness of resources utilization, consultations, treatment plan and discharge plan. Completes Patient Review Instrument (PRI).
3. Collaborates and consults with physicians and other health care professionals to reach an efficient pathway of caretaking and to identify, eliminate, and implement solutions to barriers, and collects and analyzes related data, as needed.
4. Communicates with hospital investigation/reimbursement department and third-party payers to obtain authorizations and ensure appropriate reimbursement, and provides clinical reviews and updates to managed care companies, as needed.
5. Plans and implements strategies to reduce length of stay, reduce resource consumption, and achieve positive client/patient outcomes. May coordinate the implementation of community and System initiatives designed to increase revenue. Maintains all related records and documentation.

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Level II	343020			

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Assignment Level II

In addition to performing duties of Assignment Level I at a more difficult and responsible level, also performs the following:

Examples of Typical Tasks:

1. Supervises activities of Care Coordinators performing routine and responsible tasks, including, but not limited to, assigning work, scheduling staff, reviewing work product and ensuring the effective delivery of service.
2. Develops and maintains internal administrative controls of a program area, to ensure compliance with Federal and State laws, rules and regulations.
3. In the temporary absence of the senior administrator may perform the duties of that position.

Qualification Requirements:

1. Valid New York State license and current registration to practice as a Registered Professional Nurse issued by the New York State Education Department (NYSED); and,
2. A Baccalaureate degree from an accredited college or university in Nursing or related health care field; and,
3. Two (2) years of experience as a Registered Professional Nurse.

Direct Line of Promotion:

None. This is in the non-competitive class of positions.